Unzipping a z1p File
Tip Sheet

fdms.gov

Overview & Downloading the .z1p

The **Reports, Bulk Extract,** and **Full Export** files from FDMS are received in a zipped folder with a ".z1p" file extension. The reason for this is that many email servers block incoming files that have a .zip file extension. In order to avoid this, FDMS names the zipped files/folder with the .z1p extension. Follow the steps below to unzip a .z1p file/folder to view the files within.

(Step 1) Download and save the file on your local machine from the email/bulk extract download site. The file will be saved with a .z1p extension.
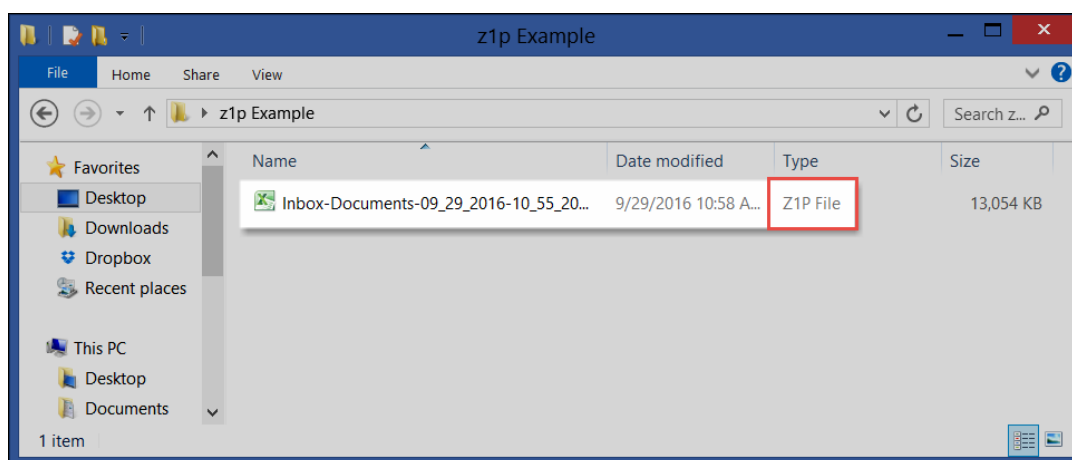

Figure 1: Save to Local Machine

Renaming the File Extension

(Step 2) Right click on the file and select 'Rename'. Then change the file extension from '.z1p' to '.zip'. A pop-up window will appear with the message *"If you change a file name extension, the file might become unusable. Are you sure you want to change it?"* Click the 'Yes' button. The .z1p file will be changed to a zipped folder.
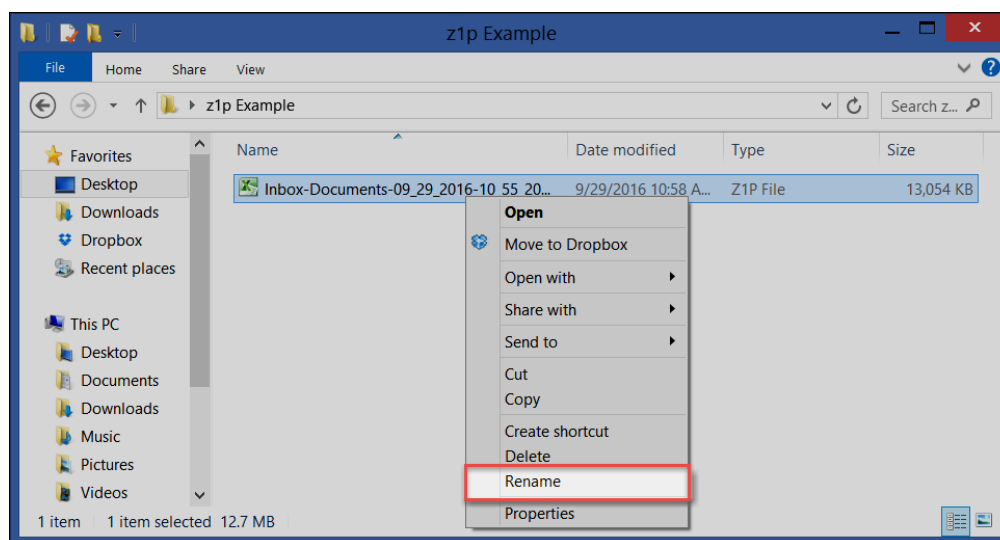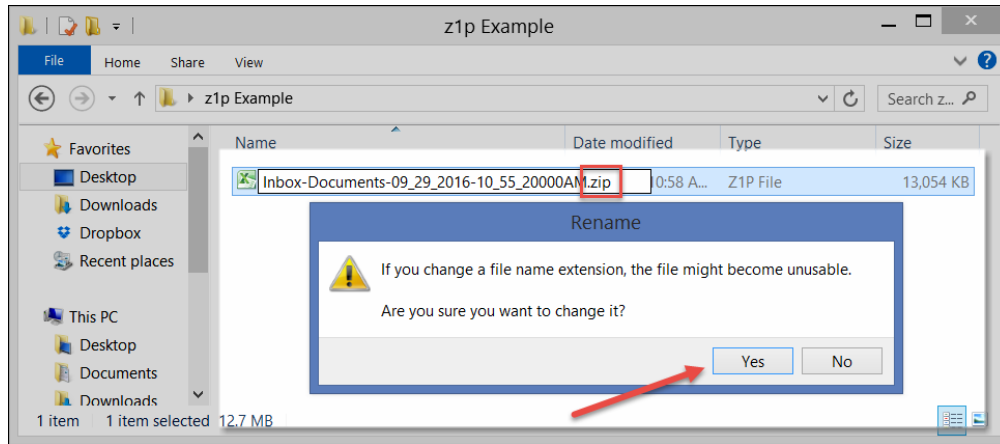

Figure 2: Rename the File

Figure 3: Rename Pop-up Window

Note: If you do not see the file extension when you go to rename the file, select the View tab and ensure that the option to show 'File name extensions' is checked.
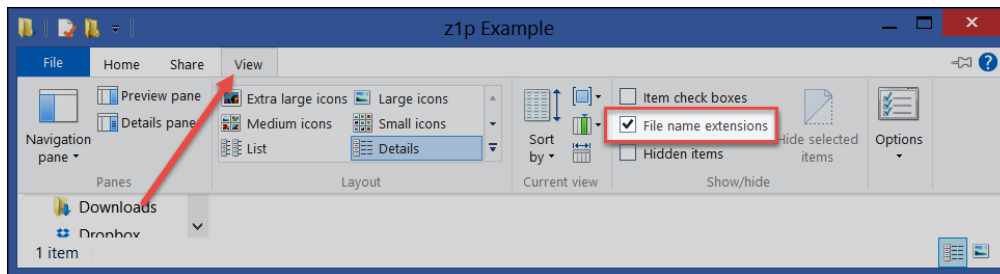

Figure 4: View Show/Hide Settings

Extracting the Compressed Folder

(Step 3) Right click on the zipped folder and select 'Extract All'. On the resulting 'Extract Compressed (Zipped) Folders' pop-up window, make sure the 'Show extracted files when complete' box is checked and click the 'Extract' button. A folder will open to show the extracted Excel spreadsheet and folder (where applicable).
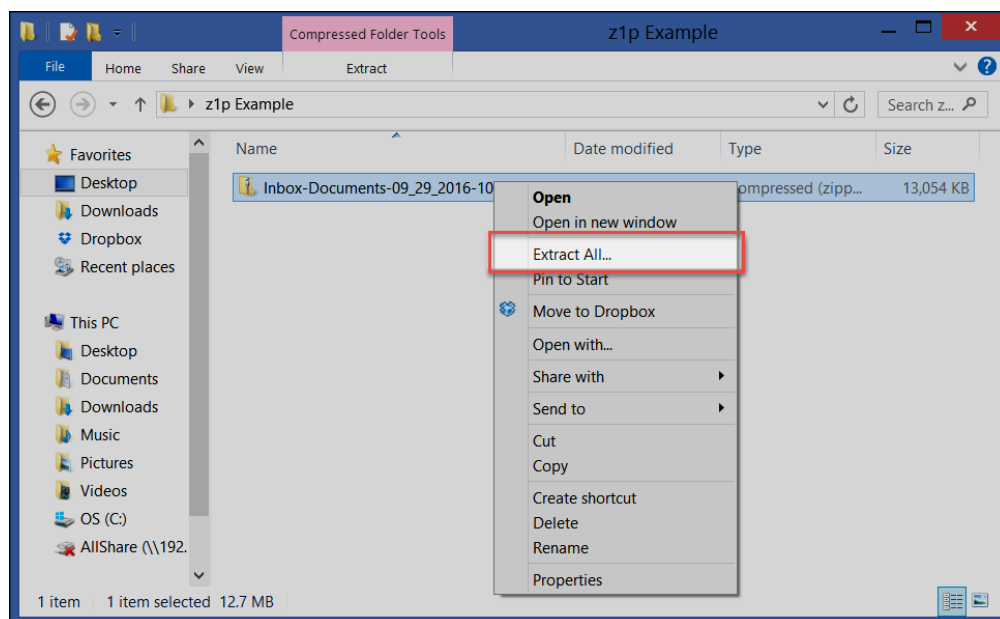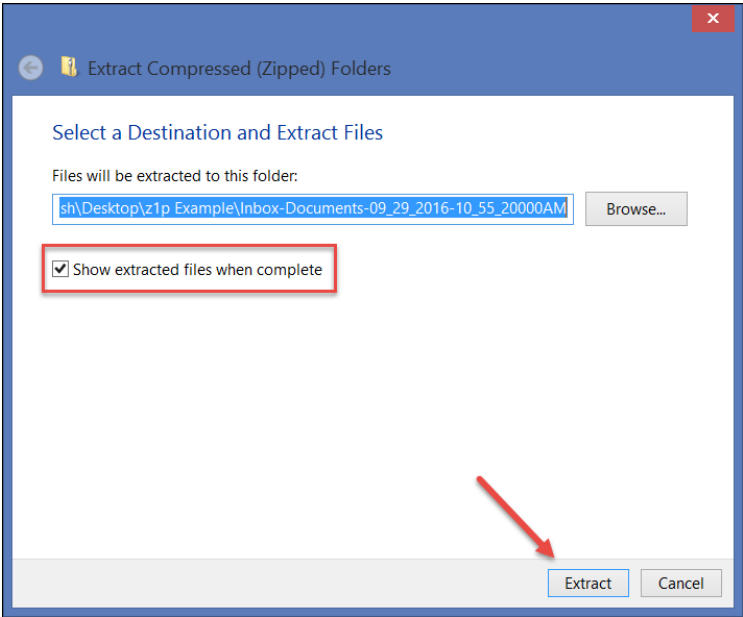

Figure 5: Extract All

Figure 6: Extract Compressed (Zipped) Folders Pop-up Window

Viewing the Extracted Spreadsheet & Files

(Step 4) The Extracted Excel spreadsheet and folders are displayed in the designated save location.

Note: The spreadsheet and folder must be stored in the same parent folder in order for the links in the spreadsheet to be able to open the Document and Attachment files contained within the folder.
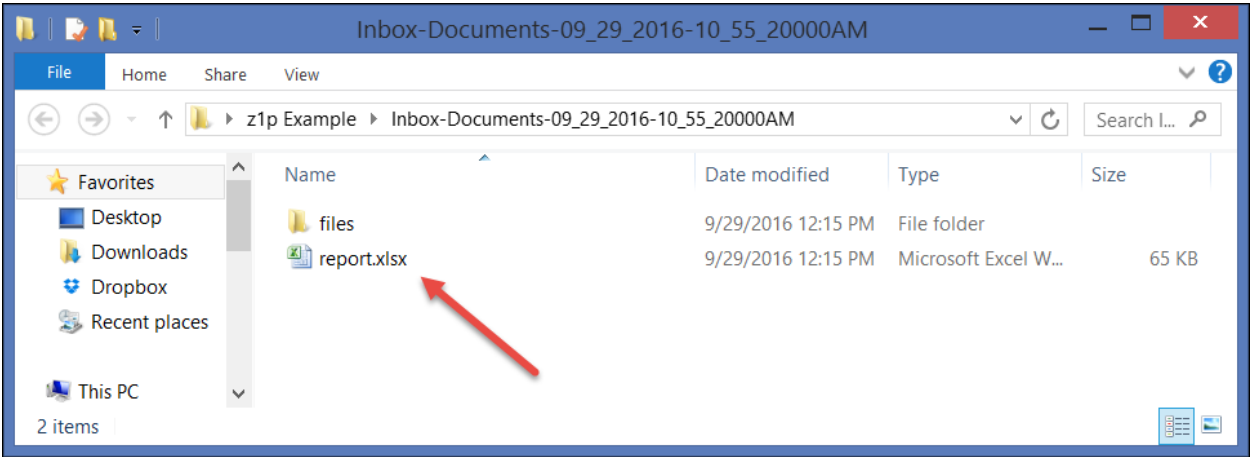

Figure 7: Extracted Spreadsheet and File Folder

Figure 8: Export Spreadsheet